

Generic Motion Form Instructions

Arizona Court of Appeals, Division One

The Generic Motion Form can be used for any request or motion being filed in the Arizona Court of Appeals, Division One. The fields that need to be completed on the Motion form are explained below.

Area of the Form	Instructions
<p>Name _____ Address _____ Email _____</p> <p><input type="checkbox"/> Plaintiff/Appellant <input type="checkbox"/> Defendant/Appellant <input type="checkbox"/> Plaintiff/Appellee <input type="checkbox"/> Defendant/Appellee</p> <p><input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent <input type="checkbox"/> _____</p>	<p>Who is Filing the Document?</p> <p>You will need to fill out your name and contact information.</p> <p>This allows the court to update any address or email that might have changed and ensure that we have the correct information in our system.</p> <p>Indicate the role of the filer in this case. Check the box that applies to your role - Appellant or Appellee. Generally, the appellant is the person who started the appeal, and the appellee is the person responding.</p>
<p>Court of Appeals Division One No. 1 CA- _____</p> <p>_____ County Superior Court No. _____</p>	<p>Case Numbers</p> <p>Enter the Court of Appeals Case number and superior court number in the top right section of this form. Your Court of Appeals number will always start with 1CA.</p> <p>The superior court number also provides space to add the county your case is coming from (Maricopa, Apache, Coconino, La Paz, Navajo, Mohave, Yavapai, or Yuma,)</p>
<p>MOTION TITLE: <input type="checkbox"/></p> <p>_____</p> <p>_____</p>	<p>Motion Title</p> <p>A motion must have a title. This title can be any title the filer wants it to be, and commonly helps describe what the filer is motioning or requesting from the court. (e.g., Motion for Extension of Time, Motion for Reconsideration, Motion to Supplement the Record)</p>

